



STATE OF WASHINGTON
CONSERVATION COMMISSION

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October 15, 2004

TO: The Honorable Gary Locke, Governor

FROM: Mark Clark, Executive Director
Washington State Conservation Commission

SUBJECT: **Sustainable Practices Plan Update and Progress Report**

The Washington State Conservation Commission is pleased to submit our report on the agency's Sustainability Practices pursuant to the Executive Order 02-03.

Our goal at the Commission has been to conserve our natural resources by providing guidance to the 48 conservation districts within the State of Washington. This report will provide another educating tool for us to be able to measure within our agency and serve as a tangible model to promote sustainability for the conservation districts as well as our partnerships.

We will strive to continually improve our progress in sustainable practices.

SUSTAINABLE PRACTICES PLAN UPDATE & PROGRESS REPORT

WASHINGTON STATE CONSERVATION COMMISSION

SECTION I: AGENCY INFORMATION, POLICY AND GOALS

The Washington State Conservation Commission, Agency No. 471, is located at the Ecology Headquarters Building at 300 Desmond Drive SE, Lacey, WA 98503. Our mailing address is PO Box 47721, Olympia, WA 98504-7721. Mary Anderson is the agency contact. Phone: 360.407.6202. Email: mara461@ecy.wa.gov.

WSCC SUSTAINABILITY POLICY STATEMENT

The Washington State Conservation Commission is committed to fulfilling its responsibilities under Executive Order 02-03 and will strive to model the principles of sustainability in its operations, fleet management, and procurement, and provide guidance and education to the conservation districts and staff in the State of Washington along with our partnerships to fulfill this responsibility. We will strive to educate and engage each community through their local conservation district. We will comply with environmental laws and regulations while serving as a model by promoting sustainable practices that reduce the state's environmental impact.

The agency goals include the conservation of the public and private lands within the state and the bordering states, working together to ensure the safe and health of the lands for the future. The Conservation Commission encourages planned management of natural resources to prevent overexploitation, destruction, or neglect. Changing behaviors through education continues to be a fundamental basis of our programs. Effecting change at this level provides long-term sustainability compared to short-term regulatory actions, and promotes efficiency among regulatory agencies.

WSCC LONG RANGE GOALS

1. Institutionalize sustainability as an agency value by participating and developing written procedures/initiatives in conjunction with the Department of Ecology to ensure plan objectives are implemented and measured if possible.
2. Raise employee awareness of sustainability in the workplace and home by collaborating with the Department of Ecology and other agencies to participate in sustainability workshops for interested staff.
3. Minimize energy and water use in the office and home.
4. Request a hybrid car from the Motor Pool to replace other agency vehicles as appropriate.
5. Shift to non-toxic, recycled and remanufactured materials in purchasing.
6. Continue our progress toward digital government.
7. Continue to review procedures and plans for new sustainability ideas and progress.
8. Implement a Sustainability Team to regularly review our operating practices and lead our staff in embracing new ways of doing business.

SECTION II: REPORTING ON OBJECTIVES

1. Develop an employee outreach, training, and involvement in sustainability practices and coordinate involvement with programs and training that are currently held at the Department of Ecology.

Successes:

- An agency Sustainability Team was established. Out of 12 staff, four participate on the team - two Field Service Managers and two administrative staff. The team will continue to review operating practices with an emphasis on sustainability practices.
- Sustainability is shared at each staff meeting. Staff communication and ideas are encouraged.
- Participation in the Dept. of Ecology's programs and training is encouraged.
- The WSCC Newsletter features a sustainability article and tips. Each edition is sent electronically and available on the agency website.

Challenges:

- Participation of field staff training and involvement in sustainability in their office locations. The team will seek ways to engage field staff in sustainability practices. This will remain a challenge with each of our objectives.

2. The Conservation Commission Sustainable Practices Plan will be posted on the website as a best practice along with links to other sites that may be useful.
Successes:
 - The Sustainable Practices Plan is posted online. The team will meet to gather resource links for sustainability. A re-design in our website will be planned in the upcoming biennium and will include these links.
http://filecab.scc.wa.gov/Commission/Plans/Conservation_Commission_Sustainability_Plan_03.doc
3. Encourage participation in sharing new ideas to enhance sustainability within the office and at home.
Successes:
 - Through communication with staff orally and through electronic means information and tips are shared.
4. Develop a spreadsheet where progress can be monitored, measured, and rewarded within the agency.
Challenges:
 - Due to time restraints on limited staff, a spreadsheet will be developed by the team by the next biennium.
5. Commit to using Central Stores environmentally preferable purchasing. Purchase chlorine free recycled paper.
Successes:
 - 100% usage of chlorine-free recycled paper is being used at the Lacey office.
 - “Eco-friendly” cleaning products are used.
6. Replace old printers with a printer with duplexing capabilities.
Successes:
 - Use of Ecology’s shared printers instead of buying individual printers.
 - Installed duplexing unit on agency color printer.
7. Sustainable Plan and Practices will be included in our Strategic Plan.
Successes:

Sustainability is incorporated in the WSCC Strategic Plan.
8. Find new ways for staff to reduce, reuse, and recycle.
Successes:
 - Continued practice in disposing of hazardous materials within the workplace and home.
 - “Eco-friendly” cleaning products are used at the Lacey office.
 - Recycling payroll envelopes back to Small Agency Client Services.
 - Notification to vendors to remove WSCC from unnecessary mailing lists.
 - New PC purchases and other electronic equipment are ‘energy star’ compliant.
 - Inventory completed working with Ecology to recycle equipment and supplies.
 - Use of purchasing through Central Stores and other vendors environmentally preferable purchasing.
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 - Inventory completed working with Ecology to recycle equipment and supplies.
 - Use of purchasing through Central Stores and other vendors environmentally preferable purchasing.
 - Each office of the WSCC in coordination with Ecology has a “turn-off” procedure, committing to turn off lights and computers at the close of business in the interest of conserving energy.
 - Increased staff participation in the Ecology’s activities and recycling efforts.
9. Other sustainability successes include:
 - A hybrid automobile was received from the State Motor Pool in April of 2004 to replace one of the motor pool vehicles used by this agency. From September 2003 through June 2004, 76,901 miles have been driven by staff using agency leased vehicles and the agency owned vehicle. In our last report, there were 116,902 miles driven.
 - Global Positioning Systems unit available for ‘round-about-trips’ producing energy, time and gas efficiencies.
 - Out of 13 staff, 9 are located within the Ecology building in Lacey. Two employees participate daily in Ecology’s Commute Trip Reduction Plan (CTR).
 - Commissioners and staff make the most of their trips to the districts by combining multiple meetings in one trip.

- The mandatory number of meeting attendance (4) required for the Field Service Managers has been removed which will help in travel miles to and from.
- Out of the ten Commissioners, nine either carpool or make more efficient use of their time by combining meetings on the same trip to the Commission meetings.
- Out of twelve staff, seven staff are capable to connect to the local intranet from a remote location. Approximately 568 hours have been spent telecommuting from September 2003 thru June 2004. The Executive Director, telecommute and on travel status, has 624 hours telecommuting which saves time, energy and extra hours in the office when returning from travel time. If this was not available, staff would have spent that time in commuting to and from the office.
- Numerous meetings held by subcommittees within the Conservation Districts and the Commission are held telephonically instead of 'in person'. Electronic communication is encouraged. By providing the meeting telephonically, it is a more efficient use of time, energy and resources for all attending. If the meeting was held in person – many would have to drive a lengthy distance to participate.
- 43 Weekly Leadership Meetings held telephonically.
- Two Special Commission Meetings were held telephonically instead of 'in person'.
- Out of 12 staff meetings, 7 were held telephonically for efficiency and time saved in travel to and from the Lacey office.
- Out of 43 Dairy Appeal Hearings 34 were held telephonically.
- WSCC Minutes are posted online instead of hard copies sent to each district.
- Posting of information and documents online and electronically instead of hard copies. Grants Administrative Procedures Manual, Supervisor Handbook, Commission Meeting agendas, etc.
- Weekly updates are sent electronically instead of a hard copy mailed which reduces the amount of paper for the Commission Meeting packets.
- Email chains and discussion groups instead of centralized drive in meetings.
- 100% participation in electronic payroll.
- Notification to vendors to remove WSCC from unnecessary mailing lists.
- New PCs purchased are 'energy star' compliant.

SECTION III: COMMUNICATION AND EDUCATION

Our success in communication and education reveals itself in the accomplishments that have been made in the last fiscal year within the agency. We are making progress in our long term goals as well. The team will continue to determine the most effective way to deliver sustainable practices and engage the Commission, staff, and conservation districts in efforts towards a sustainable Washington. WSCC will confirm an internal mission of Service, Safety, and Sustainability.

- Field Service Managers will continue to encourage sustainable practices to conservation districts.
- Articles in the WSCC newsletter will continue to be a resource to staff, conservation districts, state agencies, and partnerships.
- The conservation districts participate in the Envirothon program which educates students with a chance to get "up-close and personal" with natural resources offering both in-class curriculum and hands-on field experiences focused around ecology, natural resource management, and current environmental issues.
- Email suggested sustainable quotes to staff to include in agency electronic communication.

Challenges we will face will be due to the limitations of staff available to carry out the objectives and goals.

SECTION IV: STATEWIDE PERFORMANCE MEASURES

	2001-03 Biennium	2003-04 Fiscal Year
Paper Consumption chlorine-free recycled paper	300 Reams	172 Reams - Usage increased due to agency copier instead of using a copy center
Vehicle Miles	116,902	76,901
POV Miles	198,357	13,021
Total	315,259	89,922

	2001-03 Biennium	2003-04 Fiscal Year	
Fuel Purchases		2671.05 Gallons	\$4767.82
Average Fuel Efficiency of Vehicles in Agency Fleet		28.8 miles per gallon	

SECTION V: NEW OR UPDATED GOALS AND OBJECTIVES

1. Increase by one in the next biennium our daily involvement in the CTR Program. Sustainable Practices team will coordinate and provide information within agency of those events.
2. Work on identifying specific flex schedules for non-scheduled staff to reduce congestion and fuel consumption. Research will be performed by team with the Executive Director and personnel.
3. Identify sustainable activities that can be measured. The team will coordinate and gather information to present to staff for input.
4. Scanning information documents to an electronic format so that they are available electronically. This will reduce the amount of documents sent to archives. A work-study employee will be hired in the next biennium to accomplish this task.